

SECRET

OC. M-70-144

DD/S. 70-0929

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Delegation of Authority to Authorize and Certify
Irregular or Occasional Overtime

REFERENCE : Headquarters Regulation [REDACTED]

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1. Paragraph 3 of this memorandum contains a recommendation for your approval.

2. Reference is made to the policy stated in [REDACTED] that all levels of management are expected to exercise sound judgment in planning work requirements and schedules so that directed overtime is normally not required. Consistent with this policy, I believe it desirable to delegate authority to authorize irregular or occasional overtime to the chiefs of the major components of this office. These officers are better able to judge the necessity for such overtime within their components and would be personally accountable to me for the reasonableness of their actions. The size and physical separation of these components is further reason for this request.

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3. I recommend that the following be delegated authority to authorize and certify irregular or occasional overtime for personnel assigned to their component:

- a. [REDACTED]
- b. Chief, Career Management & Training Staff
- c. Chief, Administration Staff
- d. Chief, Communications Security Staff
- e. Chief, Covert Communications Division
- f. Chief, Staff Communications Division
- g. Chief, Special Programs Division
- h. [REDACTED]

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Director of Communications

The recommendation contained in paragraph 3 is approved.

Deputy Director for Support

Date

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Approved For Release 2003/04/29 : CIA-RDP84-00780R003500070028-9

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